



Default Prevention Grant
Guidelines for Requesting Reimbursement
(Effective July 1, 2015)

- Reimbursement requests must be submitted on the **SFY 2016** reimbursement form that is available at www.dhe.mo.gov.
- Reimbursement requests must be submitted **at least quarterly**, but no more than monthly. A reminder email will be sent to the grant contact person at the end of each quarter if no reimbursement request has been received. Schools will have up to two (2) weeks after the end of each quarter to submit a reimbursement request for that quarter; otherwise expenses from that quarter may not be reimbursed. As per the Agreement, failing to meet this requirement may forfeit the institution's entitlement for reimbursement.
- Supporting documentation must be submitted for all expenses. All supporting documentation submitted with requests should indicate clearly who/what the expense was for and that the expense was paid.
- Please indicate who the MDHE should contact with any questions about the reimbursement request.
- "Indirect Costs" are **not** covered by the Default Prevention Grant.
- If you wish to move a significant dollar amount (> \$2,000) from one line to another or add an amount to a line for which you had not originally budgeted, please email marilyn.landrum@dhe.mo.gov a written request to amend your budget with an explanation of why the change is needed. This policy allows institutions to discontinue unproductive initiatives and implement others so the benefits from grant funds are maximized. **The deadline for making such a request is May 30, 2016.** No changes can be made after this date.
- The grant contact will be notified of the due date for the final reimbursement request. Please note this date will be several weeks before the end of SFY 2016.

Pre-approvals: The **SFY 2016 pre-approval form** is available at www.dhe.mo.gov. A pre-approval form should be submitted to ensure reimbursement if there is any question as to whether an expense is acceptable. All pre-approval forms must be submitted by **May 30, 2016**. No pre-approval forms will be approved after this date.

- Staff Salaries and Wages

- Staff salaries, wages, and fringe benefits must be for those working directly in default prevention as identified in the grant proposal budget narrative. Copies of pay stubs, ledger sheets or any document used by your accounting department are acceptable. If grant funds pay for only a portion of the employee's salary please indicate the specific percentage on the supporting documentation.

- Staff Training, Travel, Meals and per diem

- Staff training will be covered for the default prevention specialist at the institution. For *all other staff*, the grant can only cover default prevention-related trainings (e.g., MDHE Annual Default Prevention meeting, Noel Levitz Retention/Default Prevention seminars, or seminars hosted by other institutions, etc.). Attendance at financial aid conferences can be reimbursed as professional development for the default prevention specialist, but the grant cannot cover attendance for other personnel. (For example, registration fee and expenses for the financial aid director to attend MASFAP cannot be covered.)
- A **pre-approval form** should be submitted before registering for a conference along with an agenda for the conference. A summary of the sessions attended **must** be submitted with the request for reimbursement. This will allow MDHE Default Prevention staff to share the information with other institutions that may be interested in attending the various conferences the next year. The summary also provides documentation for auditors.
- Membership dues for the institution cannot be reimbursed.

- Equipment Purchases - Materials and Supplies - Software

- These categories are for computers, printers, office and event supplies, software, etc. for staff involved in educating student borrowers regarding student loans and financial literacy or in communicating with delinquent borrowers. Funds may not be used to purchase office supplies or equipment for general use or for staff unrelated to the default prevention program. Funds may **not** be used to purchase office furniture unless specifically authorized by the MDHE.
- A **pre-approval form** should be submitted for these items to ensure reimbursement if there is any question as to whether an item is acceptable.

- Consultants, Servicers and Contracts

- This category is for third-party servicers (financial literacy, default prevention), internal or external consultants, etc.
- A **pre-approval form** should be submitted if there is any question on products/services.

- Postage
- Printing and Copying
- Phone Charges

- Submit documentation supporting reimbursement request. Copies of any documents used by your accounting department are acceptable. All expenses in these categories must be addressed in the budget narrative of the proposal.

- Other (define)

- A ***pre-approval form*** should be submitted for this line to ensure reimbursement – even if it is addressed in the current proposal. Please indicate what this category is being used for on the reimbursement form.
- If used for incentives or give-a-ways, they **must** contain a default prevention message (if greater than \$3/item). If a small incentive (less than \$3/item) is used to encourage attendance, it is ***preferable*** but not required that the incentive includes a default prevention logo or message. If in doubt, please contact the MDHE default prevention staff.
- “Indirect Costs” cannot be included in this category.

- Student Seminars and Focus Groups

- A ***pre-approval form*** should be submitted for this item to ensure reimbursement – even if it is addressed in the current proposal. The grant will **not** cover the expense of food for staff and faculty but will cover the expense of food for student seminars.